How to Create and Edit Employee

Overview:

Employee Information is the backbone of QNE Payroll System. It is the first setup to consider before proceeding with the other Master files Maintenance.
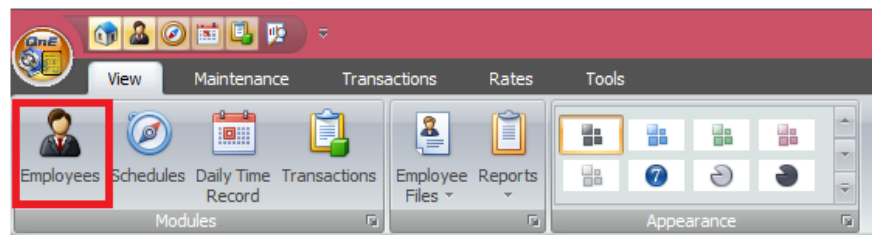
Scenario:

Employee that is not currently added in the Payroll System e.g., New Employee must be created under Employee Maintenance. Also, in cases that there is a change in the existing employee details, amendment should take place using the same form.
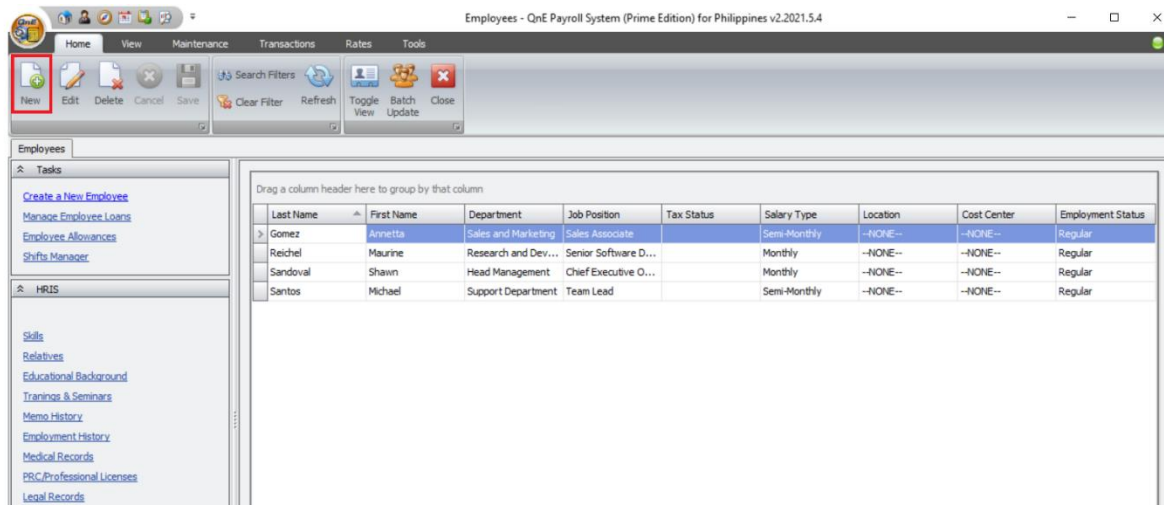
Procedure:

1. **How to Create Employee**

   Under View Tab > **Employees**

   Highlight the Employee > Click **'New'**

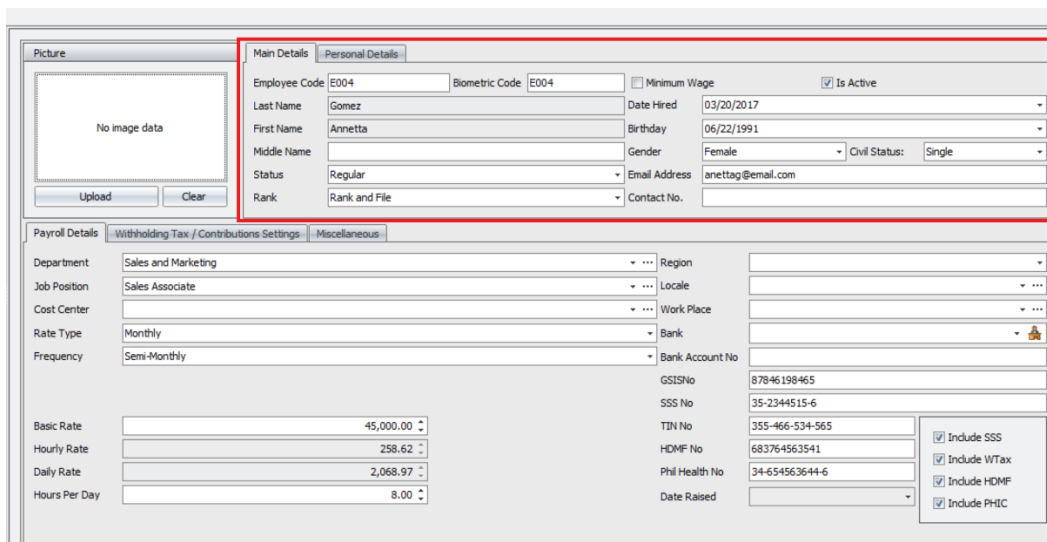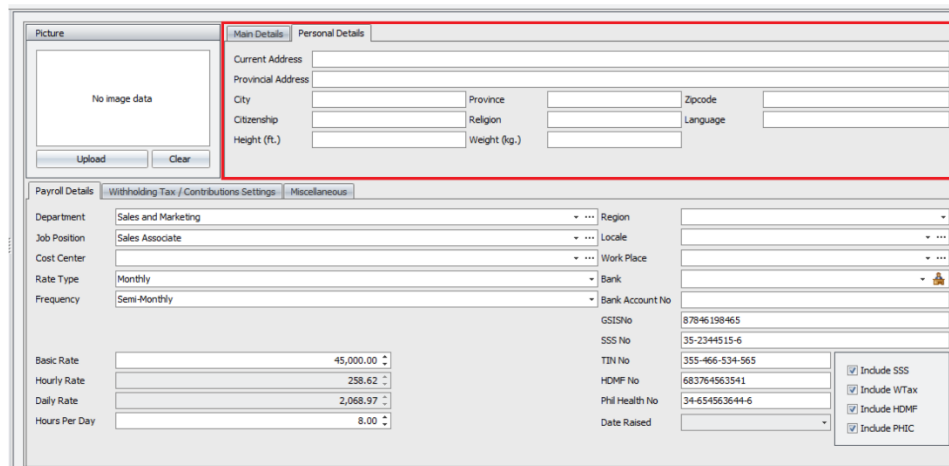## Fill-in the required fields:

Some Fields are required and will be the basis of the system for the Payroll Computation.
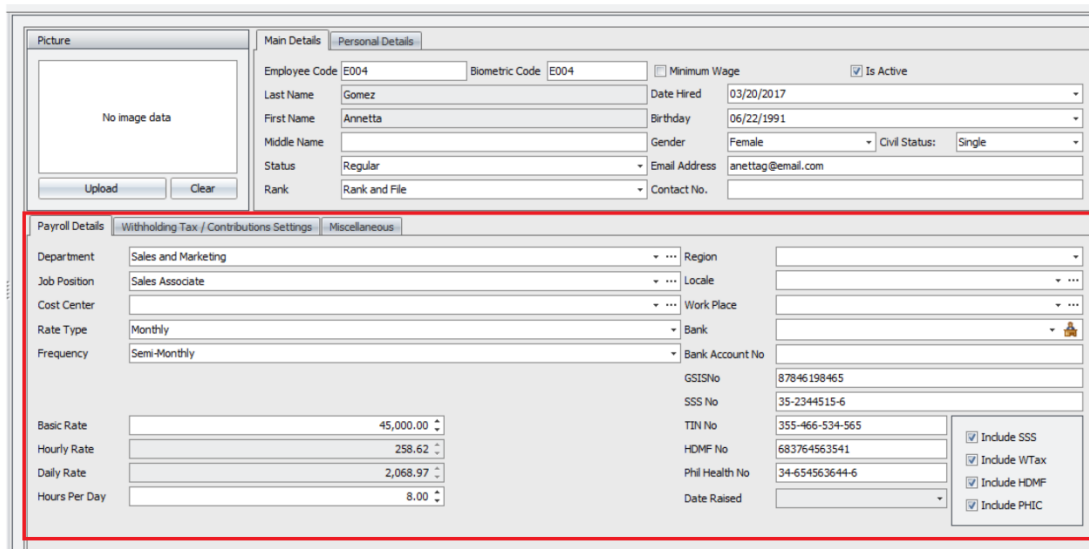
Main Details:

1. Employee Code (Required)
2. Biometric Code
3. Minimum Wage (Required)
4. Last Name (Required)
5. First Name (Required)
6. Middle Name
7. Status (Required)
8. Rank (Required)
9. Date Hired (Required)

10. Birthday (Required)
11. Gender
12. Civil Status (Required)
13. Email Address
14. Contact Number

Personal Details:
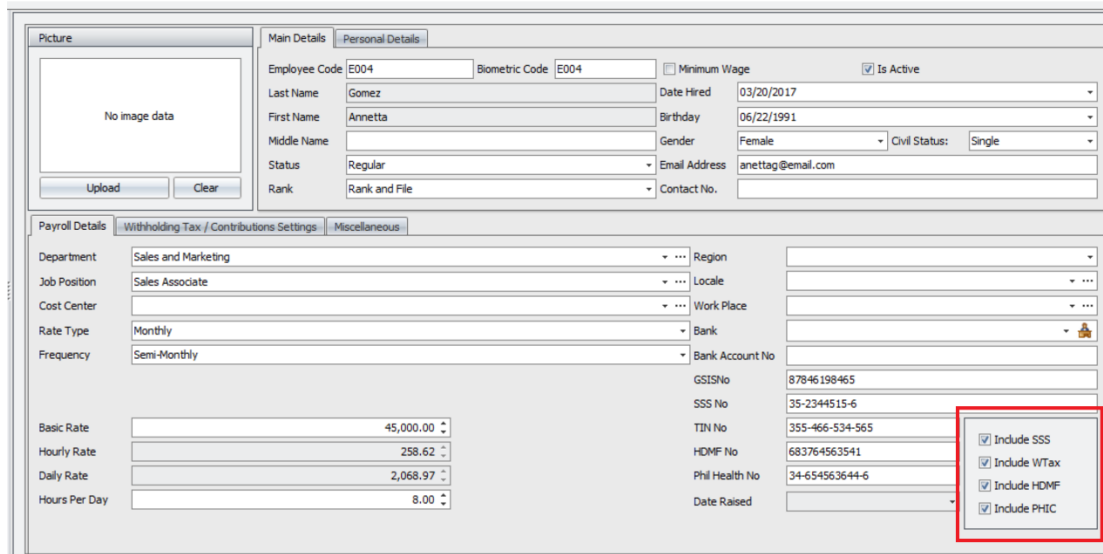
15. Current Address
16. Provincial Address
17. City
18. Province
19. Zipcode
20. Citizenship

21. Religion
22. Language
23. Citizenship
24. Height
25. Weight

Payroll Details:

1. Department (Required)
2. Job Position (Required)
3. Cost Centre
4. Rate Type (Required)
5. Frequency (Required)
6. Region
7. Locale
8. Work Place
9. Bank
10. Bank Accounr No.
11. GSISNo.
12. SSS No.
13. TIN No.
14. HDMF No.
15. Phil Health No.
16. Basic Rate (Required)
17. Hours Per Day (Required)

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18. Checkbox ✔ Include SSS, WTax, HDMF & PHIC, will allow the system to compute Governement Contribution upon Payroll.

Miscellaneous:

19. Holiday Set-up
20. Check box ✔ Include Loans, Allowance & De Minimis Benefits to allow system to Include the ff in Payroll Computations

Once done, click 'Save'

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Notes:
a. Hourly Rate and Daily Rate is automatically computed
b. Other fields that requires Maintenance – refer to other KBs for further instruction

Formula: Basic Rate x 12 (Months per Year) / EMR = Daily Rate / Hours Per Day = Hourly Rate

2. **How to Edit Employee Details**

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In Employee Maintenance, Choose Employee then click 'Edit'.

Apply necessary amendments. Once done, click 'Save'

Note: Employee Last, First and Middle Name are not editable once they have existing transactions.

NOTE:

For further concerns regarding this matter, please contact support to assist you or create ticket thru this link https://qnesupportph.freshdesk.com